

29 May 1979

MEMORANDUM FOR THE RECORD

FROM : ADMAG Recorder

SUBJECT: Minutes of ADMAG Meeting, 21 May 1979

1. The May meeting was held per usual in the DDA Conference Room on 21 May and was called to order at 1510. Members present were:

Don W.	Logistics
Bill M.	Finance
Al S.	Communications
Mike R.	Security
David H.	Training
Elisabeth J.	Medical Staff
Margaret S.	Personnel
Rich W.	Data Processing
Bob H.	MG

2. Old business:

The chairman advised that the ADMAG response to the NAPA report has been forwarded to the Office of Personnel as requested, but there was no reply to date.

The communication problem within the DDA which had been raised some months ago appears to have been solved. The periodic "Newsletter" which the SSA/DDA puts out has the type of information which the individual had been seeking. This publication will be made available to interested support personnel on a reading board in the SSA/DDA's office. Headquarters-wide distribution of the newsletter is not considered advisable at this time in its present format.

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The request for energy saving suggestions raised by the Office of Logistics brought forth only a limited response. There were several suggestions which the Office of Personnel developed and this list was forwarded to Logistics.

The policy which has been implemented at the Ames Building for handling money lost in the vending machines seems to be working. The FPO's are contacted when money is lost and keep a list of "victims" who are later reimbursed by the vending machine company.

STATINTL A final version of the memo to the Office of Personnel raising questions of concern about the inclement weather dismissal policy [REDACTED], Para 10) will be drafted by the Recorder and Chairman and forwarded to Personnel.

The hospital insurance problem was again discussed with attention paid to the individual who first raised the question being dissatisfied with the Office of Personnel response. The OP representative will contact the Chief, Insurance Branch to ascertain what follow-up action has been taken with the hospital which refused to accept the insurance card. Chief, Insurance Branch will address the ADMAG on this issue in June.

The OS representative was tasked to check the status of the memo which raised several questions on the procedures for issuing visitor badges.

3. New business:

The IG office had contacted the Chairman of ADMAG to inquire if the ADMAG had ever been involved in looking at the recruiting effort which the Agency makes. The IG's office was advised that according to records available to the ADMAG that no review had been made. There was general consensus among the ADMAG members that we should not become involved in such a survey.

Good!

The OF representative raised the question about the Public Service Aid Society Fund. According to a recent audit the expenses and interest income are very nearly equal. With the Fund appearing to be self-sustaining, the need to continue soliciting contributions was not readily apparent. The OF representative volunteered to research the question further and report back to the ADMAG.

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The poor quality of service in the cafeteria was raised by the OP representative. There have been numerous instances where service has stopped well before the posted closing time and they have run out of any number of entrees. There have also been instances of surly attitude by those on the serving lines. The OL representative will contact GSI cafeteria manager and let him know that there are complaints and will report back.

The June meeting is scheduled for 11 June at 1500 in Room 7D-32.

4. The meeting adjourned at 1630.


ADMAG Recorder

STATINTL

6 JUN 1979

ADMAG AGENDA

DATE : 11 June 1979

TIME : 1500

PLACE: 7D32, Headquarters

Old Business

1. Speaker from OP on insurance problem (1500)
(Emergency service at Sibley and status of dental insurance - Headquarters Notice)
2. Review of weather emergency memo [REDACTED] copy 25X1A
will be distributed at meeting)
3. Review of Visitor Badge procedures (OS representative)
4. Report on PSAS and EAF (OF representative)
5. Cafeteria Service (OL representative)

New Business

1. Replacement required by July for OS, OTR, MG and
ODP representatives [REDACTED] 25X1A
2. Topic for discussion: Long-term Outlook for Careers
in CIA [REDACTED] 25X1A
3. Any other ideas?

[REDACTED] 25X1A